



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## GENERAL POSITION INFORMATION

**Job Title:** PA155 - Executive Support Assistant - GS-12

**Salary Range:** \$64,650 - \$100,736 (not applicable for Detailees)

**Vacancy Open Period:** 12/16/2016 – 12/31/2016

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCSC/SSD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** Not Authorized

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## POSITION INFORMATION

This is an opportunity for:

- An internal candidate to fill a GS-12 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

### Who May Apply

For a cadre assignment:

- Current ODNI cadre.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

For a detailee assignment:

- Current Federal Government employees.

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

### Salary Determination



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- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## COMPONENT MISSION

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.

The National Counterintelligence and Security Center (NCSC), Special Security Directorate (SSD) is the Intelligence Community (IC) source for security policy advocacy, advice, and guidance regarding security practices/procedures, security-relevant issues, and Office of the Director of National Intelligence (ODNI) Security Clearance Reform initiatives. The SSD provides subject matter expertise, analysis and problem-solving that the IC relies on to balance the need to protect with the need to appropriately share intelligence information.

## MAJOR DUTIES AND RESPONSIBILITIES (MDRS)

This position provides Executive Support to the SSD Front Office. Duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. Some of the key duties and responsibilities include:

- Plan and manage the Assistant Director and Deputy Assistant Director's calendars and evaluate e-mail and correspondence to determine and prioritize action items and coordinate responses within established deadlines;
- Plan, evaluate, monitor, and facilitate the dissemination of sensitive information and documentation and alert leadership regarding issues that impact the office;
- Review all correspondence/assessments/packages for content, accuracy, and completeness by ensuring information, background, and references are complete and editing for appropriate format, grammar, and spelling;
- Effectively plan and resolve complex administrative problems by scheduling and when necessary rescheduling planned meetings, identifying appropriate contacts, administering databases and files, and finding new information sources;
- Plan and effectively coordinate senior-level visits and high-level events and meetings, ensuring arrangements of security clearances, VIP parking, and building access, and researching and preparing background information on attendees, and planning and developing meeting agendas; and,
- Plan and arrange sensitive and complex domestic and foreign travel documents and plan, prepare, and coordinate schedules, itineraries, passport/visa requests, lodging, and travel accounting; plan and support the transportation of material and people.



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## MANDATORY REQUIREMENTS

- Extensive knowledge of office management and administrative functions involving logistics, facilities, budget, finance, contracts, travel, security and HR procedures and systems - to include knowledge of administrative regulations, policies, entitlements, allowances, and unique authorities;
- Extensive knowledge of organizational protocol policies and procedures and of quality assurance procedures to ensure data integrity and timeliness; extensive knowledge of filing and records management systems and practices;
- Demonstrated interpersonal, organizational, and problem-solving skills, including the demonstrated ability to develop positive working relationships and networks with internal and external senior leaders, managers and staff while managing competing priorities and maintaining a high level of attention to detail;
- Extensive knowledge and skill in the application of office support computer applications for word processing, spreadsheets, presentations, administrative applications (e.g., travel/accounting/etc.), e-mail, calendars, and databases storage/retrieval; and,
- Extensive knowledge and skill in IC standards for correspondence, English grammar, spelling, punctuation, and proofreading, as well as oral and written communication skills sufficient to compose and deliver responses to customers.

## DESIRED REQUIREMENTS

- A minimum of five years of relevant experience; and/or
- Experience in the ODNI.

## KEY REQUIREMENTS AND HOW TO APPLY

### Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team A WMA@dni.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified)



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email system). Applicants submitting via JWICS are requested to submit their materials to both [mitcjoy@dni.ic.gov](mailto:mitcjoy@dni.ic.gov) (Joy M.) and [mccreaz@cia.ic.gov](mailto:mccreaz@cia.ic.gov) (Zina M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

## **Current Federal Employees Applying for a Detail Assignment:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team A WMA@dni.ic.gov](#) (classified email system) or [Recruitment TeamA@dni.gov](#) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [mitcjoy@dni.ic.gov](mailto:mitcjoy@dni.ic.gov) (Joy M.) and [mccreaz@cia.ic.gov](mailto:mccreaz@cia.ic.gov) (Zina M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**



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Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

## What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment Team A; Phone: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by unclassified email at [DNI-EEOD@dni.gov](mailto:DNI-EEOD@dni.gov), by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**